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7 FEB 1958

Chief, Support Staff,
Western Europe Division

Management Staff (DD/P Area)

WE/SS Survey - Interim Report on Personnel and Training Section

1. The purpose of this interim report is to bring to your attention possible improvements in office procedures and practices. The changes have been discussed with [REDACTED] and he has concurred, except as indicated. Any recommendations concerning the transfer, elimination, or change in functions or personnel cannot be made until all sections have been reviewed.

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a. DUPLICATION OR EXCESSIVE LOGGING

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- (1) [REDACTED] The present practice provides for a book log in alpha sequence, a 3x5 abstract filed by due date, a chrono file of the memo, (and a copy of the memo filed in the personnel folder).

Recommendation: (a) Eliminate the book log and the memo chrono file; and (b) Type the 3x5 abstract in duplicate, file the first copy alphabetically and the second copy by due date. (With an alpha abstract and a copy of the memo in the personnel folder, the chrono file should be superfluous.)

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- (2) Travel Orders: A book log is maintained on all Travel Orders prepared by [REDACTED] but not on orders prepared by other typists.

Recommendation: Eliminate this book log.

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- (3) Dispatches: A book log is maintained by [REDACTED] on all dispatches she prepares. A chrono file copy of all dispatches prepared by Personnel and Training is maintained by [REDACTED] and will satisfy logging requirement.

Recommendation: Eliminate this book log.

- (4) Medical History Statement, form 89: A book log or control is maintained on submittals of these forms.

Recommendation: Add this item to the "Outgoing Personnel" control sheet and eliminate the book entry.

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b. UNNECESSARY TYPING AND FILING OF "MEMORANDA FOR THE RECORD"

- (1) Memoranda for Badges Turned in: For each badge turned in to the Personnel and Training Section, a memorandum for the record is prepared which a representative of the badge office signs when the badge is received by them. The memorandum is then filed in the personnel folder.

Recommendation: Discontinue typing and filing a separate memorandum for each case. Instead, maintain a continuous list of badge numbers and have the badge office representative initial each new entry.

(2)

out. It is also shown on the "Outgoing Personnel" control sheet which is filed in the personnel folder.

Recommendation: Discontinue typing and filing these memoranda.

- (3) Travel Orders: A copy of all Travel Orders prepared in the P & T Section is filed in the individual's personnel folder. This information appears to serve no real purpose in the personnel folder and, if needed, is available in the B & F Section.

Recommendation: Discontinue keeping a copy of Travel Orders or file them chronologically and destroy after 90 days. (This will eliminate a filing operation and the inclusion of unnecessary papers in the personnel folder. [redacted] does not concur. Three of the other Division Personnel Sections do not file Travel Orders.)

c. FAILURE TO OFFICIALLY NOTIFY EMPLOYEES OF ACTIONS AFFECTING THEM :

- (1) Periodic Step Increases: [redacted] Sec. 10, provides that a copy of form M-560 will be sent the employee as official certification of approval and effective date of a periodic step increase. In WE these copies of form M-560 are destroyed.

Recommendation: Forward copy of form M-560 to the affected employee. [redacted] does not concur in the need for this.)

- (2) Personnel Actions (form 50): An employee's copy of form 50 is prepared for all types of personnel actions. In WE this copy is filed by the Personnel and Training Section and the employee receives no official notice of the action.

Recommendation: Post the action to the Employee's Record Card and forward form 50 to the employee. (In some cases, two copies of form 50 are received and when the extra copy is available, [redacted] agrees that it should be given to the employee.)

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